

# Receiving Messages

## Checking For Incoming Mail

The POP server is where your mail is received and stored until it is transferred to Eudora on your PC. You can use several different POP accounts with Eudora: Your main POP account, or “dominant personality,” is specified in the Getting Started Options, and additional POP accountss, or “alternate personalities” are specified in the Personalities Options.

*Note: To best understand the functioning of the POP server with respect to Eudora, see Appendix C.*

There are two ways to check your POP server and transfer mail to your PC: automatically or manually. These are described in the sections below.

You can also control how your mail is transferred from the server, and what happens to it on the server. For details, see the section “Managing Your Mail on the POP Server.”

### Checking for Mail Automatically

To setup Eudora to automatically check your POP account and transfer new mail, first open the **Checking Mail Options** and in the **Check for mail every ? minutes** field, enter the number of minutes that you want between mail checks. Then, go to the **Personalities Options** and turn on the **Check mail** option for each personality that you want to be automatically checked.

*Note: 15 minutes is a good minimum interval, because checking mail more frequently puts an unnecessary load on your POP server. If automatic checking is set, the Check Mail command under the File menu displays the next time that an automatic check is scheduled to occur.*

The **Check mail** option also specifies that an account should be checked for new mail when a manual mail check is done.

### Checking for Mail Manually

You can manually check for new mail at any time by selecting **Check Mail** from the **File** menu. Any account that has the **Check Mail** option turned on (in the Personalities Options) is checked. If you haven't successfully entered your password since opening the Eudora program, you are prompted for it (for each account being checked). A progress window is momentarily displayed at the top of the screen indicating that an attempt to reach your POP account is being made.

*Note: If automatic checking is on and you manually check for new mail, the next automatic mail check will happen at the specified number of minutes after the manual check.*

### Stopping a Mail Check

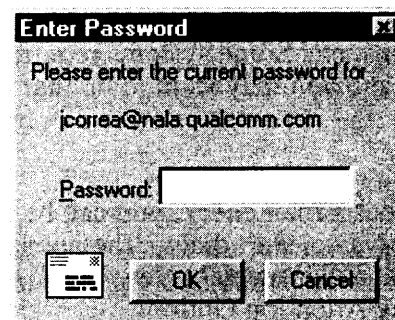
If you want to stop a mail check in the middle, click on the **Stop** button in the progress window.

## Using Your Password

Each time you open Eudora and check mail for the first time, you need to enter a password for each POP account that you have. This password is required by the POP server before it will transfer your mail, so that no one else can get your mail from the server.

*Note: This does not protect your mail once it is on your PC. Unless a message has been sent with some type of security, it is just plain text, which many applications can read. If you are interested in securing the messages on your PC, you may want to consider a disk driver that can encrypt hard disk data.*

If you need to enter a password, the Eudora Password dialog is displayed. Enter your password and click **OK**. If you make a mistake before clicking OK, simply backspace and re-enter the password correctly.



*The Password dialog*

*Note: Your POP account password is case-sensitive, so the uppercase and lowercase characters must be typed in exactly.*

If your password is rejected, an error message is displayed indicating that you have entered the wrong password. Select **Check Mail** from the **File** menu to redisplay the password dialog.

As long as Eudora is running, it remembers all of your passwords. If you don't want it to remember (if, for example, you are away from your PC), select **Forget Password(s)** from the **Special** menu. The next time you check mail for any account, you are prompted for your password again.

You can also make Eudora remember all of your passwords from one session to the next, which means you never have to enter passwords again, even if you quit and restart Eudora. You only want to do this if your PC is in a secure location, where there is no possible chance of someone else having access to it. To use this option, turn on **Save password** in the Checking Mail Options.

### Changing Your Password

To change the password for one of your personalities, select **Change Password** from the **Special** menu, and select the personality you want to change the password for. You are prompted to enter your old password once, and your new password twice. Depending on the server you are using, the password can be up to 30 characters, but normally it is only 7 or 8.

*Note: This only works if the POP server is running a compatible password-change server. For information about these servers, see Appendix A.)*

When you choose a new password, try not to use real words, names, dates, familiar acronyms, etc. Some systems require at least one number or symbol in your password, and you may want to do that even if it is not required.

## Receiving New Mail

When Eudora does a mail check, you can be notified of new mail in one or all of the following ways: an alert dialog, the opening of the mailboxes to which new mail is delivered, and a special “New Mail” sound. These options are turned on or off in the Getting Attention Options.

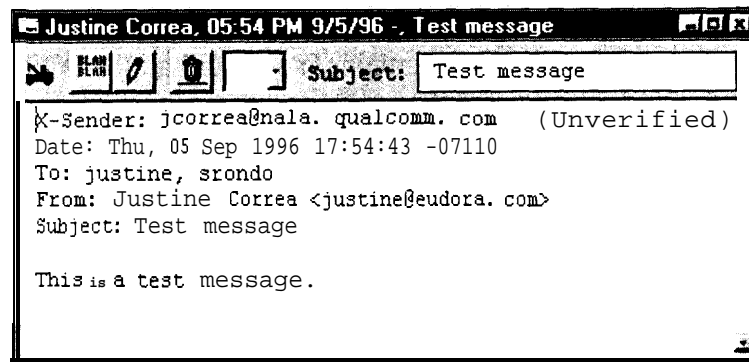
*\_ Note: For the sound alert to work, you may need a sound driver for the PC speaker (see “Appendix A” for a source for this driver).*

When you receive notice that new mail has arrived, select Eudora from the applications menu. Mail usually arrives in the In mailbox (unless you are using filters to transfer messages). If the In mailbox is not already open, select **In** from the **Mailbox** menu. The messages are listed in the order they are received, with the most recent message listed last. Unread messages are designated by a bullet (•) in the Status column of the message summary.

Double-click anywhere on a message summary to open the message. Incoming messages are saved indefinitely in the In mailbox (or the mailbox they are filtered into) until they are deleted or transferred to another mailbox.

## The Incoming Message Window

To open an incoming message, double-click on its message summary in a mailbox window, or, if the message summary is current (highlighted), select **Open...** from the **File** menu or press the space, enter, or return key.



*An incoming message window*

The incoming message window consists of the title bar, the Toolbar, and the message **body**.

### Title Bar

The Title bar provides information about the message, including the name of the sender, the time and date the message was delivered, and the message subject.

### Toolbar

The Toolbar consists of buttons and popups displayed just under the title bar.



#### Tow Truck

This can be used to drag any current message into a different mailbox. Just hold the mouse button down on the icon and drag it to an open mailbox, a mailbox in the Mailboxes windows, or a mailbox button on the toolbar.



#### BLAH, BLAH, BLAH

If this is on, all the message headers (and any formatting codes) are displayed.



#### Pencil

If this is on, you can edit the message.

**Trash**

If this is on, the message is deleted from the server the next time you check mail. This button is only displayed if the original message is still on the server. For details, see the section “Managing Your Mail on the POP Server.”

**Fetch**

If this is on, the message is transferred in full the next time you check mail. This button is only displayed if the message **was** originally transferred in part. For details, see the section “Managing Your Mail on the POP Server.”

**Priority Popup**

This lets you indicate that the message is of higher or lower priority than a normal message. For most messages, this is just an empty box (normal priority). For details, see the section “Setting the Message Priority.”

**Subject**

This is the subject that **was** assigned by the sender, and is shown in the message summary. For instructions on changing this subject, see the section “Editing Incoming Messages.”

**Message Body**

The message body contains the message header and **text** information, **as well as** the name and icon of each attachment. Attachments can be opened from within the message window by double-clicking on the attachment icon.

## Receiving Attachments

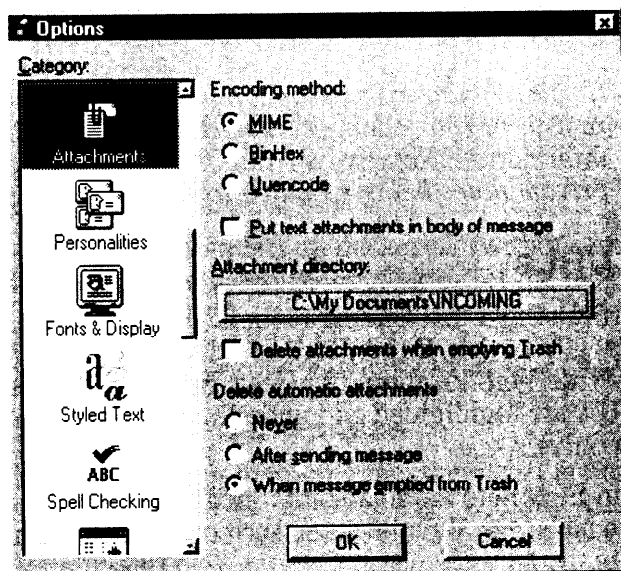
Unless you have specified a particular directory for your incoming attachments (see the section “Specifying an Attachment Directory”), they are automatically decoded and saved in the **Attach** Directory in your Eudora Directory. If you receive multiple attachments with the same name, a number is added to the end of each duplicate name, in the order they **are** received.

Attachment names and icons are displayed at the bottom of **incoming** messages. To open an attachment from the message window, double-click on the attachment name or **its icon**. If you have the application that the attachment was created **in**, that application launches and the attachment opens.

### Specifying an Attachment Directory

If you do not want to use the default Attach Directory to receive your attachments, select **Options...** from the **Tools** menu and select the Attachments Options. Then click on the large button beneath the Attachment Folder prompt. A standard file dialog is displayed.

Double-click on the name of the directory you want to use (its name should be displayed in the menu above the list), then click the **Use Directory** button. The dialog closes, leaving the Options dialog displayed. The name of the folder you just selected is now displayed in the **Attachment Directory** button.



*An attachments directory is selected*

*Note: If at any time Eudora cannot find your selected directory, Eudora will use the **Attach** Directory in the Eudora directory for attachments until you designate a new directory.*

## Editing Incoming Messages

You can edit the message body in an incoming message if you turn on the Pencil button in the Toolbar. You can also edit the Subject in the Toolbar (this is the subject shown in the message summary).

To edit an incoming message, click on the Pencil button to turn it on, then edit the message body. When you are done, save your changes and close the message.

To edit the subject of an incoming message, open it and edit the subject in the Toolbar (not the subject in the message body). When you are done, click somewhere else in the message, or close it. The new subject is displayed in the message summary. The contents of the **Subject** field of the message header remain unchanged.

*Note: If you reply to the message, the original subject is used for the reply, not your changed subject. This gives you the freedom to put information useful to you into the summary, without fear of your private notes being revealed to your correspondents.*

## Using Active URLs

Any string of text that Eudora recognizes as a URL (Uniform Resource Locator: http, ftp, gopher, ph, finger, etc.) is active. Double-click on a URL to open a World Wide Web location, transfer a file, do a gopher search, use the finger tool, etc. URLs are highlighted and underlined to show that they are active (32-bit Eudora only).

To setup Eudora to automatically open a new message when you use a **mailto** link within a Netscape Web browser, turn on the **Intercept Netscape mailto URLs** option in the Miscellaneous Options. (Be sure you are not running the Mailto Watcher application at the same time.)

## Managing Your Mail on the POP Server

During a mail check, your incoming messages are normally transferred from your account on the POP server to your PC, and then deleted from the POP server. But this can be awkward if you want to read mail from two or more computers, and keep your mail organized at the same time.

There are several options that you can use to control your mail transfers and the storage on the server. Some of these options are available in the Checking Mail Options, and some are available in the Mail Transfer Options dialog.



## Leaving Mail on the Server

To transfer all of your new messages from the POP server to the PC you are on, and also leave copies of those messages on the server, turn on the **Leave mail on server** option in the Checking Mail Options. You can use the **Delete from server after ? days** option to set the maximum number of days the copies should be kept.

*Note: The **Leave mail on server** option can also be set for each alternate personality you have. To do this, use the Personalities Options.*

At the next mail check from that PC, Eudora ignores the copies of those previously read messages and looks for new ones. However, if you check mail from another computer, those messages are treated as new and are transferred to that computer.

*Note: The **Leave mail on server** option should be used with care, since it can result in a buildup of messages on the POP server.*

## Deleting a Message from the Server

To delete a message that has been left on the server (without retrieving it again), turn on the **Trash** button in the message Toolbar or set the message summary's server action to **Delete**, then check mail again. Or, use the **Delete all messages that have been retrieved** option in the Mail Transfer Options dialog (described in the section "Checking for Mail with Special Server Instructions").

## Skipping Messages Over a Certain Size

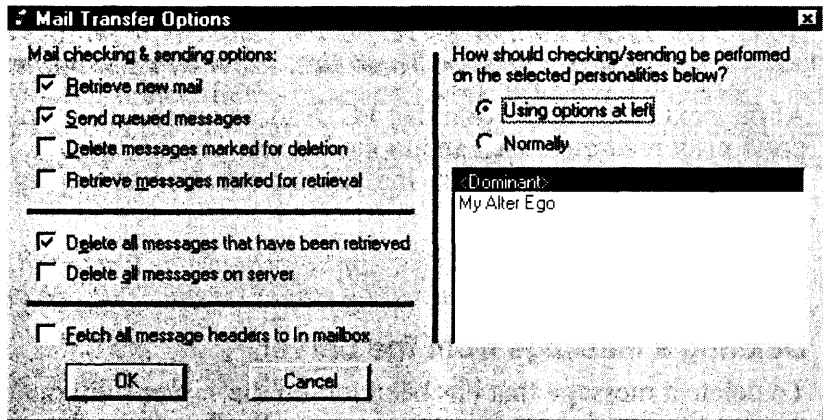
To stop Eudora from transferring incoming messages that are too large, turn on the **Skip messages over ? K in size** option in the Checking Mail Options, and specify a size. Only the first few lines of the messages that exceed that size are transferred, with a note at the bottom stating that the whole message has not been transferred.

If you decide you want to transfer the whole message, click on the **Fetch** button in the incoming message window, or select the **Fetch** server action in the message summary, then check mail again. You can also use the **Trash** button or the **Fetch & Delete** server action so that the message is deleted from the server after transferring it.

If you decide you don't want the message and want to delete it from the server, click on the **Trash** button in the incoming message window, or select the **Delete** server action in the message summary, then check mail again.

## Checking for Mail with Special Server Instructions

To check your mail and give special transfer and storage instructions to the server, hold down the Shift key and select **Check Mail** from the **File** menu. The **Mail Transfer Options** dialog is displayed. Set the options you want and click on the **OK** button to continue checking for mail.



*The Mail Transfer Options dialog*

The mail transfer options are described below.

### Retrieve new mail

Transfer your new mail from the POP server to your PC.

### Send queued messages

Send all the queued messages (marked “Q”) in your Out mailbox.

### Delete messages marked for deletion

Delete the messages on the server that are marked **Delete** in Eudora. This is for messages that were retrieved only in part, either with the **Leave mail on server** or **Skip messages over ? kin size** options (in the Checking Mail Options), or with the **Fetch all Message Headers** option (in the Mail Transfer Options dialog).

### Retrieve messages marked for retrieval

Retrieve the messages on the server that are marked **Fetch** or **Fetch & Delete** in Eudora. This is for messages that were retrieved only in part, either with the **Leave mail on server** or **Skip messages over? kin size** options (in the Checking Mail Options), or with the **Fetch all Message Headers** option (in the Mail Transfer Options dialog).

*Note: To mark a message **Fetch**, **Delete**, or **Fetch & Delete**, either click on the buttons in the incoming message window, or select an option from the Server Action popup of the message summary.*

**Delete all messages that have been retrieved**

Delete all the messages on the server that have already been transferred to the PC you are on.

**Delete all messages on server (be sure)**

Delete all of your messages on the server. Be absolutely sure this is what you want to do because there is no way to undo it.

**Fetch all message headers to In mailbox**

Retrieve the header and the first few lines of every new message. If you select this option, the messages are not filtered. Set the **Server Action** in the message summaries to specify what you want to do with the messages the next time you check mail.

***Important:** If you delete the message header, and you have the **Delete from server when emptied from trash** option on in the Checking Mail Options, the message is gone completely from Eudora and the server.*

**How should checking/sending be performed**

If you have multiple personalities, you can check or send mail based on the options on the left, or as specified in the Personalities Options. You can also specify the personalities that you want to check or send with this mail transfer. Hold down the Shift key to select multiple personalities in sequence, or the Ctrl key to select them out of sequence.